

DEPARTMENTS OF THE ARMY AND AIR FORCE
Headquarters, Missouri National Guard
Ike Skelton Training Site
2302 Militia Drive
Jefferson City, Missouri 65101-1203

JFECC-J1

31 July 2002

MEMORANDUM FOR All State ADSW Managers

SUBJECT: Active Duty Special Work (ADSW) Tour Request – Assistant Operations NCO.

1. Reference AR 135-200, Chapter 6.
2. Request active duty for special work (ADSW) tour for an E4.
 - a. Sponsor Unit: Joint Force Engineer Component Command.
 - b. Duty Location: Annette Island, AK.
 - c. Immediate Supervisor: Operations NCO
 - d. Tour Dates: Start (O/A 17 Mar 03); End (O/A 19 Sep 03).
 - e. Length of tour: 187 days
 - f. Field Conditions: Field conditions apply while deployed to Annette Island.
 - g. Per-Diem: no
 - h. Billeting: Quarters available at Annette Island.
 - i. OHA: Not authorized.
 - j. Rations: Rations available at Annette Island.
 - k. Travel: Travel paid by IRT P&A funds sent to soldier's home state from NGB.
 - l. Dependent Travel Authorized: no.
 - m. Rental Car Authorized: no.
 - n. COLA: COLA authorized at garrison rate while deployed to Annette Island, AK.

3. Soldier qualifications:

- a. Experience required: MOS qualified as a 71L.
- b. Skills/qualifications required: Microsoft Word, Excel and Powerpoint skill desirable.
- c. Minimum military and civilian education required:
- d. Security clearance required: none

4. Project justification:

a. The project to be completed is serve as assistant operations NCO for a joint task force conducting road construction operations in Southeast Alaska.

(1) By 21 Apr, the soldier will have completed initial training and familiarization with task force SOPs.

(2) From 22 Apr thru 21 September, the soldier will work as assistant operations NCO for the task force. Duties include preparing and filing production reports, drafting correspondence, preparing presentations, and providing general office assistance.

(3) This is an on-going IRT mission. Soldier may be rehired for next fiscal year based on job performance.

b. Assigned personnel, AGR, or DA Civilian, cannot accomplish this project because this is a joint task force conducting a mission IAW the parameters of the IRT program. No AGR personnel are assigned to this project.

c. The need for this project was created by DoD as part of the IRT program.

d. The project is vital to the function of this office and the ARNG for the following reason(s): This project is the largest IRT project currently being undertaken. Adequate staffing is vital to ensuring the success of this large undertaking.

5. Point of contact for this request is Jerry McDaniel, CPT, JFECC LNO 573-596-0131 ext 6-7320.

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CF: NGB-ARO-O